

JOB DESCRIPTION

Job Title:	Visiting Lecturer
Department / Unit:	Department of Electronic Engineering / School of Engineering, Physical and Mathematical Science
Job type	Professional Services
Grade:	8
Accountable to:	Head of Department
Accountable for:	Not Applicable
Purpose of the Post	
<p>The role holder is expected to engage with developments in the discipline to ensure that they remain up to date with best practice.</p> <p>The key objectives and principal accountabilities for a Visiting Lecturer is to deliver high quality undergraduate and postgraduate lectures and or course, including, where appropriate, delivery by distance or other forms of flexible or off-campus learning, including residential/field courses.</p>	
Key Tasks	
<p>Teaching</p> <ul style="list-style-type: none"> • Teach undergraduate and postgraduate lectures and or courses as agreed with the Head of Department. • Challenge students' thinking and foster debates to develop the ability of students to engage in critical discourse and rational thinking. • Dependent on nature of engagement, plan, lecture and assist students in workshops and laboratory classes as appropriate. Also, lead on course organisation as required. • Lead on projects or activities as required e.g. field trips. • If engaged to lead a Course unit, design and implement assessment methods of students, examinations and course work and providing feedback. Mark own course work and second-mark the courses of others. 	
<p>Administration and Management</p> <ul style="list-style-type: none"> • Ensure effective learning environments and approaches to student support and guidance. • Engage with up to date literature or expertise in their professional field, as relevant to their teaching responsibilities. • Undertake related administrative functions, including examining. Dependent on engagement act as a unit or programme convenor. 	

Other Duties
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
Internal and external relationships
<p>The following list is not exhaustive but the post holder will be required to liaise with: Students, other members of staff within the school/department and College, academics in other institutions and, where relevant, industrial or professional contacts.</p>